

**DRAFT...DRAFT...DRAFT Agendas/Minutes letter - 2/23/09**

Dear ,

Your work on behalf of Amherst exemplifies the necessity of volunteer participation in Town government. The more informed and involved our residents are, the more the Town's work is reflective of our community. Thank you for being part of that.

The Town's tremendous web site continues to grow as a primary resource for informing the public. As demand increases, many parts of Town government have worked hard to provide access to ever more information. That is what people want, and it is in everyone's best interest.

The Select Board strongly supports this, and we want you to join us in this effort. We ask that every board and committee post its agendas and minutes on the site. Posting more information than that is even better, but minimally, the community needs to know when and where each body is meeting, what will be discussed, and ultimately, what the results are of those meetings.

Posting agendas prior to meetings is the most basic step toward encouraging participation. Minutes keep people informed about the work you do on their behalf. Both will help to attract new committee members.

There are multiple options for getting documents posted. Sometimes the staff liaison does it. Sometimes a committee member is trained by the I.T. Department to do it. Sometimes a willing volunteer from outside of the committee is authorized to do it on the committee's behalf. Please consider the best options for your body, and take the steps necessary to get your agendas and minutes posted.

We live in the digital information age, and we have an excellent web showcase for the Town's information. Every committee's agendas and minutes need to be part of that.

If you have questions, please feel free to contact us at [selectboard@amherstma.gov](mailto:selectboard@amherstma.gov). Thank you for all you do for our community.

Sincerely,

Stephanie O'Keeffe  
Chair, Amherst Select Board